

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request an urgent medical leave of absence starting from [start date] to [end date]. Due to unforeseen medical circumstances, I am unable to fulfill my work responsibilities during this time.

I will ensure that all my current tasks are up to date before my leave and will provide any assistance necessary to ensure a smooth transition. Thank you for your understanding.

Sincerely,  
[Your Name]